

Workshops

September - December 2019

★ **Lehi Employment Center**
557 W. State St. • Lehi, UT 84043
385-248-6356 - Michael Hanley

Register for
 reserved seating.
 Walk-ins
 welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- To register, talk to your Workforce Services employment counselor or go to jobs.utah.gov and click on "Sign In" and "my Job Search" on the top right corner. It will prompt you to login or sign up for a free Job Seeker account if you don't already have one. Registration is preferred.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
RESUMÉ WRITING:	
Sept 3	9:00 AM–11:00 AM
Oct 1	9:00 AM–11:00 AM
Nov 5	9:00 AM–11:00 AM
Dec 3	9:00 AM–11:00 AM
INTERVIEWING SKILLS:	
Sept 10	9:00 AM–12:00 PM
Oct 8	9:00 AM–12:00 PM
Nov 12	9:00 AM–12:00 PM
Dec 10	9:00 AM–12:00 PM
JOB SEARCH STRATEGIES:	
Sept 17	9:00 AM–11:00 AM
Oct 15	9:00 AM–11:00 AM
Nov 19	9:00 AM–11:00 AM
Dec 17	9:00 AM–11:00 AM
PROFESSIONALISM IN THE WORKPLACE:	
Sept 19	9:00 AM–11:00 AM
Oct 17	9:00 AM–11:00 AM
Nov 14	9:00 AM–11:00 AM
Dec 19	9:00 AM–11:00 AM
OPEN RESUMÉ AND INTERVIEWING LAB:	
Sept 24	9:00 AM–11:00 AM
Oct 22	9:00 AM–11:00 AM
Nov 26	9:00 AM–11:00 AM
EMPLOYMENT ESSENTIALS:	
Sept 19	1:00 PM–3:00 PM
Nov 20	9:00 AM–11:00 AM

RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCH STRATEGIES: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required.

PROFESSIONALISM IN THE WORKPLACE: Learn how to present yourself professionally, interact with others, how to use social media and how to approach and solve problems.

OPEN RESUMÉ AND INTERVIEWING LAB: Bring your current resumé and partner with a professional who will help make your resumé work for you. You will be provided with one-on-one assistance on updating or creating a resumé.

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.



Equal Opportunity Employer/Program
 Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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